



Job Title: Business Development Manager

Location: *London*

Contract Length: *12 months fixed term contract (with potential for renewal)*

Start Date: ASAP

Salary: *£40,000-£60,000 depending on experience*

About Moonshot CVE:

Moonshot CVE is a fast growing startup which specialises in countering violent extremism (CVE) across the globe. We use data-proven techniques to ensure our clients respond to violent extremism effectively. Our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns. We currently operate in over 25 countries, and across different forms of violent extremism.

We do this through:

- Finding new ways to reach individuals at risk of involvement in violent extremism.
- Working across different types of violent extremist ideologies.
- Collaborating with partners, and working for clients including governments, NGOs and private sector organisations from across the globe.
- Building a multifaceted team with backgrounds in a diverse range of professional and academic backgrounds, including development professionals, policing, communications, psychology, data science and software engineering.
- Investing in research and development of new technologies and methodologies to counter extremism.

Working at Moonshot CVE:

We are growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses to violent extremism, and leading innovation in the field, means that our work environment is fast-paced, dynamic and creative. We match this by offering our staff access to training and skills development, scope to advance personal subject matter expertise and opportunities for career progression.

Staff at Moonshot CVE say they value:

- **Our shared sense of purpose:** working as a team to find new solutions to global challenges.
- **Personal development opportunities:** a chance to learn new things and get even better at what you already do.
- **Our ideas driven culture:** opportunities to work with creativity and autonomy whatever your position in our organisation.



- **The diversity of thought:** working with staff from a wide range of personal and professional backgrounds.
- **Open and collaborative working:** being part of a team who support each other to achieve great results.

About the role:

The Business Development Manager will be tasked with generating new business for the company by managing relationships, coordinating team responses to bids and proactively seeking out new opportunities. This is a new role and unites a number of business development tasks currently being undertaken by various members of the team. The role of the Business Development Manager will be to:

- Oversee the creation and implementation of a business development strategy;
- Streamline and professionalise our contact management processes;
- Maintain detailed contact databases;
- Develop new relationships with possible partners and clients;
- Monitor and triage all live opportunities globally;
- Lead on the writing of new proposals and bids;
- Support leadership in financial planning and forecasting;
- Proactively build new strategic relationships;
- Other activities, as required.

Requirements:

- Entrepreneurial and persistent;
- Attention to detail and highly organised;
- Demonstrated experience designing, implementing and managing business development strategy;
- Experience successfully bidding for large and complex government projects at short notice;
- Experience developing detailed budgets at short notice;
- Experience managing CRM systems such as Salesforce;
- A desire to work in an organisation dedicated to countering violent extremism and a willingness to learn quickly about the topic;
- Excellent communication and interpersonal skills.

In addition, we require, and will check on candidates eligibility to work in the UK.

Desirable:

- Fluency in languages other than English, in particular Arabic, French or German;
- Experience working in CVE or a similar sector;
- An understanding of political violence, violent extremism or CVE;



Benefits package:

- Individually-tailored training and skills development package.
- 30 days paid leave per annum.
- Private healthcare package, including coverage for partners and children.
- Generous maternity and paternity package.

Application Process:

To apply for this role please email a CV and cover letter to Stevie Voogt, at recruitment@moonshotcve.com. Your cover letter should not exceed two pages and must answer the following questions: 1) Why do you want to work for Moonshot CVE? 2) How do you meet the requirements of this role?

Deadline for applications is 5pm (GMT) 4th September, 2018. **Applications submitted early will be considered before the deadline, so early application is strongly encouraged.** Select candidates may be invited to an interview and/or assessment day at our London office.